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SEPARATION FROM EMPLOYMENT

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least two (2) weeks in advance of the last day of work. Notice should be in writing. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

It is good practice for the supervisor to acknowledge the resignation in writing.

Upon receipt of an employee's resignation, the supervisor will notify the Human Resources department by sending a copy of the resignation letter and any other pertinent information (e.g., employee's reason for leaving, last day of work). The HR department will coordinate the employee's departure from NewU. This process will include the employee's returning all University property, a review of the employee's post-termination benefits status and the employee's completion of an exit interview.